

Job Title:	Practice Educator
Reports to (job title):	Service Manager
Line Manager to:	N/A

## Job purpose

The Practice Educator role will focus on improving and enhancing professional education and clinical training across the Leicestershire and Rutland Sexual Health Hub including GP, Pharmacy professionals and the broader workforce. Including but not limited to, training for Long Acting Reversible Contraception (LARC) competency and developing competencies in other areas, i.e. school nursing services, health visitors, and providing best practice guidance for non-clinical colleagues.

They will lead the development of Practice Education across the area, working closely with Primary and Secondary Care providers and other stakeholders to ensure that colleagues providing sexual health care have the necessary skills to deliver quality services including STI Screening, Treatment, and Contraception.

The Practice Educator will take the lead in delivering training and building capacity, overseeing a comprehensive training programme. They will serve as the designated Training Lead for the service, working with internal and external colleagues.

The Practice Educator will advocate for the importance of Practice Education, representing the team at meetings with key stakeholders. They will prioritise following best practices and staying up to date with the latest guidance in the field, taking a flexible approach to meet the evolving needs of the service.

In addition to their educational responsibilities, the post holder may also provide clinical hours as a Sexual Health Nurse, with the distribution of these duties based on the needs of the service and the training requirements of staff and partners.

## Key responsibilities

The post holder will be responsible for overseeing training needs, planning, implementation and evaluating the education and training of all clinical staff involved in the provision of sexual health care across Leicestershire and Rutland

### Internal:

- Ensure Sexual Health workforce are compliant with all competencies and skills required to deliver an Integrated Sexual Health Service.
- Support and assess colleagues to ensure these competencies are achieved and maintained.

- Ensure all colleagues working to PGD's are up to date and colleagues meet the requirements to work within these documents.
- Develop a robust training plan, with time scales, for new colleagues to meet the competencies and skills required to complete the Diploma via FSRH.
- Undertake all formal assessments both academic and practical to ensure all delegates are competent in skills and knowledge, to support the delegate to achieve letter of competency from FSRH
- Assess and develop a training programme for HCAs to ensure competencies are up to date and relevant.
- To lead collaborative working with universities and other organisations supporting Practice Placements in Sexual Health: work with lead nurses to manage placements in the service areas.

## External:

- Work closely with the Strategic Lead, to assist in identifying key partners who would benefit from Sexual Health Education and Training, and support expansion of system resilience and capacity
- Work specifically with Primary Care and Pharmacy providers and identified secondary care areas in the development of competency-based training in Sexual Health for STI screening and contraception provision, including LARC delivery.
- Ensure the educational/development needs of the Clinicians are identified and an individualised education programme is developed and implemented in partnership via a learning contract.
- Develop and deliver sexual health education programs and workshops for individuals, groups, and communities.
- Provide accurate and evidence-based information on topics such as safe sex practices, contraception, STI prevention, and consent.
- Create and distribute educational materials and resources on sexual health topics.
- Undertake all formal assessments both academic and practical to ensure all delegates are competent in skills and knowledge, to support the delegate to achieve letter of competency from FSRH.
- To monitor the Clinician's progress throughout any practical placement, liaising with the staff as appropriate.
- In conjunction with Strategic Lead, work closely with identified community areas to develop delivery of Sexual Health via outreach provision and or support to their workforce.
- Work closely with the Strategic Lead to develop pathways for robust referral /and or communication in and out of the service
- To lead on the clinical audit of primary care provision of sexual health services against the requirements of the head contract and sub-contracts, and to raise any contractual queries to the GP and Pharmacy Lead
- Collaborate with schools, universities, and other institutions to implement sexual health education programs.
- Identify and deliver any training requirements recognised from audits

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- In conjunction with Strategic Lead assess, plan and deliver clinical network meetings, educational update to the wider targeted audience.

## Other:

- To work in collaboration with Practice Educators in other Sexual Health Services and Senior Leadership Team to develop training programmes in line with professional guidelines and best practice, e.g. NICE, FSRH, BASHH
- To improve standards in sexual health education, maintaining the quality of practice following guidance from BASHH, BHIVA, FSRH etc.
- To manage and monitor the workplan through a robust governance process via the Sexual Health Network, Quality & Safety Meeting, and other key groups as the service develop
- To raise the profile of the Sexual Health team through national conferences, networking, external and internal meeting
- To attend all study and learning opportunities ascribed as required to retain FSRH Faculty Trainer Qualification
- To undertake, as required, educational audits of practice placements and training, to ensure a quality service.
- To maintain accurate, contemporaneous and legible training records, ensuring that information/reports are up to date
- To safeguard at all times, the confidentiality of information relating to Clinician's.
- Ensure quality measures are in place regarding training programmes, including feedback from delegates to enable monitoring and development of the programme.
- To ensure good communication channels exist between the post holder, the relevant partners, and HCRG Care group
- To take responsibility for their own professional development in accordance with FSRH, BHIVA, BASHH, and development identified in individual appraisal process, to maintain own knowledge and skills as required for the post.

## Our values

Our values are our moral compass and core to our DNA. They underpin the way we deliver our services and treat those who use our services.

To many organisations values are just words which don't translate into reality of the day to day but our values flow through everything that we do, they define who we are, what we stand for and set the expectations of our colleagues, communities, customers and partners. They have been defined by our colleagues and have been integral to our journey so far and will be integral to our future as well.

We have three values which help us stand out from the crowd, not just because there's only three, but because they are unique to who we are. We care, we think, and we do.

Care	Think	Do
<ul style="list-style-type: none"> <li>• Inspire</li> <li>• Understand</li> <li>• Communicate</li> </ul>	<ul style="list-style-type: none"> <li>• Challenge</li> <li>• Improve</li> <li>• Learn</li> </ul>	<ul style="list-style-type: none"> <li>• Accountability</li> <li>• Involve</li> <li>• Resilience</li> </ul>

## Confidentiality and Information Security

As our employee you will be required to uphold the confidentiality of all records held by the company, whether patients/service records or corporate information. This duty lasts indefinitely and will continue after you leave the company's employment.

All information which identifies living individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 2018 Data Protection Act and should be managed in accordance with this legislation. This and all other information must be held in line with NHS national standards including the Records Management: NHS Code of Practice , NHS Constitution and HSCIC Code of Practice on Confidential Information and should only be accessed or disclosed lawfully. Monitoring of compliance will be undertaken by the Company. Failure to adhere to Information Governance policies and procedures may result in disciplinary action and, where applicable, criminal prosecution.

## Information governance responsibilities

You are responsible for the following key aspects of Information Governance (not an exhaustive list):

- Completion of annual information governance training
- Reading applicable policies and procedures
- Understanding key responsibilities outlined in the Information Governance acceptable usage policies and procedures including NHS mandated encryption requirements
- Ensuring the security and confidentiality of all records and personal information assets
- Maintaining timely and accurate record keeping and where appropriate, in accordance with professional guidelines
- Only using email accounts authorised by us. These should be used in accordance with the Sending and Transferring Information Securely Procedures and Acceptable Use Policies.
- Reporting information governance incidents and near misses on CIRIS or to the appropriate person e.g. line manager, Head of Information Governance, Information Security Lead
- Adherence to the clear desk/screen policy
- Only using approved equipment for conducting business

## Governance

Clinical governance is a framework through which organisations delivering health and care services are accountable to continuously improving the quality of their services and safeguarding high standards of care by creating an environment in which clinical and other forms of care flourishes. Employees must be aware that clinical governance places a duty on all staff to ensure that the level of care services they deliver to patients is safe and high quality, and that they follow/comply with our policies and procedures.

## Registered Health Professional

All staff who are a member of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements.

## Risk Management/Health & Safety

The post holder has a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by the company. Staff are required to observe the Hygiene Code and demonstrate good infection control and hand hygiene.

Employees must be aware of the responsibilities placed on them by the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment for other employees, patients and visitors. It is essential to observe strict fire and security precautions at all times.

All staff must report accidents, incidents and near misses so that the company can learn from them and improve safety.

## Safeguarding Children and Vulnerable Adults Responsibility

We are committed to safeguarding and promoting the welfare of children and adults at risk of harm and expects all employees to share this commitment.

## Medicines Management Responsibility

### Nursing or registered healthcare professionals

Undertake all aspects of medicines management related activities in accordance within the company's medicines policies to ensure the safe, legal and appropriate use of medicines.

### Skilled non-registered staff

Undertake all aspects of medicines management related activities in accordance with the company's medicines policy where appropriate training has been given and competencies have been achieved.

## Policies and Procedures

All colleagues must comply with the Company Policies and Procedures which can be found on the company intranet.

## General

We are committed to serving our community. We aim to make our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost-effective way of doing so.

We recruit competent staff that we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will recognise the commitment from our staff to meeting the needs of our patients.

The company recognises a “non-smoking” policy. Employees are not able to smoke anywhere within the premises or when outside on official business.

## Equal Opportunities

It is the company’s intention to be an employer of choice and ensure that no job applicants or employees are unfairly disadvantaged on the grounds of gender, disability, race, ethnic origin, colour, age, sexual orientation, religion or belief, trade union membership or any other factors that are not relevant to their capability or potential. To this end, the company has an Equality and Diversity policy and it is the responsibility of each employee to contribute to its success.

## Flexibility Statement

This job description is not exhaustive and may change as the post develops or changes to align with service needs. Any such changes will be discussed directly between the post holder and their line manager.

## Personal Specification

### Essential

#### Education/Qualifications:

- Registered Nurse
- Competencies in Contraception and LARC fitter/removal qualification
- Experience in training and development
- FSRH Faculty Registered Trainer Qualification

#### Skills/Abilities:

- Good understanding of current public health issues
- Clear understanding of Contraception needs and training, in GP/Pharmacy environment
- Clear understanding of integrated and multidisciplinary working, and leadership skills
- Collect, analyse and interpret public health and local data and communicate findings to others in a relevant way

#### Experience/Knowledge:

- Experience of team working
- Evidence of professional development
- Evidence of leadership
- Excellent communication and interpersonal skills
- Broad range of clinical skills
- Ability to organise the workload, able to delegate and prioritise
- Computer literate MS excel and word
- Effective written and verbal communication skills

#### Personal Attributes/Other Qualities:

- Ability to travel to different sites and will require business use insurance if using own car
- Reliable and flexible
- Ability to work well in stressful situations
- Ability to use persuasive techniques with a difficult audience, to achieve the desired outcomes
- Autonomous with a collaborative style

### Desirable

- Post Graduate training in a relevant field
- Nurse prescriber

# Job Description

Employee signature

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Manager signature

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